

# ADMISSION AND ORIENTATION

## Department of Justice Federal Bureau of Prisons

Federal Correctional Institution, Ashland, Kentucky - Satellite Camp

### **Appalachian Units 1 & 2**

Bruce Niday, Case Manager  
Rick Lutz, Counselor

### **Bluegrass Units 1 & 2**

Kim Boyles, Case Manager  
Bill Byrd, Counselor

### **Inmate Address(mail only)**

Name and Reg. No.  
Federal Prison Camp  
P. O. Box 6000  
Ashland, Kentucky 41105-6000

Unit and Bed Assignment: \_\_\_\_\_

# TABLE OF CONTENTS

INTRODUCTION.....	1
CAMP ADMINISTRATOR'S MESSAGE.....	2
CAPTAIN/COUNT PROCEDURE/AND CAMP SCHEDULE.....	2-4
DISCIPLINE AND ADMINISTRATIVE REMEDY PROCEDURES.....	5
INMATE RIGHTS AND RESPONSIBILITIES.....	6-7
PROHIBITED ACTS.....	8-18
UNIT REGULATIONS.....	18-22
UNIT MISSION.....	23
CASE MANAGERS AND CORRECTIONAL COUNSELORS.....	24
INMATE SYSTEMS MANAGEMENT/RECORDS/MAILROOM/ R&D/PAROLE/CORRESPONDENCE	25-28
CONTROLLER/COMMISSARY/CLOTHING LAUNDRY.....	28-29
WORK ASSIGNMENT.....	30
EDUCATION/RECREATION/BUREAU OF PRISONS POLICY.....	31-32
TELEPHONES.....	32-33
VISITING REGULATIONS.....	33-34
HEALTH CARE/CAMP CLINIC/PSYCHOLOGY SERVICES.....	35-37
SAFETY DEPARTMENT.....	37-38
FOOD SERVICE.....	38-39
RELIGIOUS ACTIVITIES.....	40
INMATE ATTIRE/DRESS CODE.....	41

REVISED - APRIL 2009

# INTRODUCTION

## FEDERAL PRISON CAMP

### ASHLAND, KENTUCKY

The purpose of this booklet is to provide general information about the Federal Correctional Institution, Satellite Camp, Ashland, Kentucky. It is information which will aid you in adjusting to the routine of the camp.

For many of you, this will be your first prison experience. Whether it is or not, the booklet should prove helpful to you. Read it carefully and do not hesitate to ask questions if you have them.

If this is your first prison experience, you will be surprised to find that this camp operates with a minimum of rules and regulations. You will find considerable freedom of movement and less direct supervision that you might normally expect. This privilege carries with it a great responsibility on your part to see that the functions of the camp are properly carried out. While here, you are expected to conduct yourself in a responsible manner at all times, to be courteous to others, to be respectful toward all, and to obey instructions.

The camp is designated to house non-violent offenders. Due to the size of the population and the relatively small staff complement, you will be responsible for strictly adhering to the rules and regulations. Serious offenses, such as the introduction and/or possession of alcohol, marijuana, other unauthorized drugs, cellphones, cigarettes, and aggressive behavior will normally constitute a transfer to an institution of greater security and supervision.

You are encouraged to take advantage of the many opportunities for self-improvement while you are here. Make time serve you rather than just serve time. You can lose this time, or use it to improve your body, mind and spirit.

**An Inmate Handbook is issued to each new commitment. It is your responsibility to become familiar with the contents of this book during your orientation. Any questions should be directed to the appropriate departmental personnel.**

## CAMP ADMINISTRATOR

The Camp Administrator is responsible for the overall management of the camp by planning, directing, coordinating, and evaluating programs designed to provide an atmosphere conducive to rehabilitation, discipline and well being of those incarcerated at this camp.

The Camp Administrator is responsible for the total administration as well as for planning, developing, implementing, supervising, and coordinating individual programs tailored to meet the particular needs of inmates in the unit. Such programming often is highly innovative and complex and requires close supervision and evaluation. This requires expertise and ability to realistically evaluate program effectiveness to meet prescribed goals. The Camp Administrator has full responsibility for the program operations and the unit's security.

The Camp Administrator possesses broad administrative responsibilities for the unit, including supervisory responsibility over the Case Managers, Correctional Counselors, and Unit Secretary, and for the delivery of quality programs and services to camp inmates. Accordingly, the Camp Administrator works closely with other Department Heads to achieve a mutually beneficial working relationship and use each other's expertise

## CAPTAIN

The Captain is responsible for security, custody, and control within the camp. The majority of Rules and Regulations governing the camp are to insure your safety and that of the staff. You may request an interview with the Captain to discuss any concerns you may have.

## COUNT PROCEDURES

Official Daily Counts:	Saturday, Sunday and Federal Holidays
Midnight	Midnight
3:00 a.m.	3:00 a.m.
5:00 a.m.	5:00 a.m.
4:00 p.m. (Stand up count)	10:00 a.m.
10:00 p.m.	4:00 p.m. (Stand up count)
	10:00 p.m.

An announcement preceding the 4:00 p.m. and 10:00 p.m. counts will be broadcast over the camp's public address system. You should orient yourself to the time of each count. During count you remain quiet at your bunk until the count is cleared. **The 4:00 p.m. count is a stand up count, and all inmates must stand. Disciplinary action may be taken if you are not at your assigned area at the count time.** After the 4:00 p.m. count, you are to remain in your unit until the Unit Officer calls your unit to the Dining Hall for the evening meal.

## CAMP SCHEDULE

*Monday through Friday*

TIME	MONDAY - FRIDAY
6:00 am	Lights On
6:00 am - 7:00 am	Mainline (Breakfast)
6:15 am - 7:00 am	Linen & Clothing Turn-In (Monday & Thursday)
6:15 am - 10:00 am	Commissary Sales (Tues & Wed)
7:00 am - 7:30 am	Pill Line
forms picked-up each morning at 6:30am	Sign-up for sick call
7:30 am	Camp Work Call
9:00 am - 11:00 am	Sick Call (by appointment) (Monday/Tuesday/Wednesday/Friday)
11:00 am - 11:30 am	Mainline - Lunch (see page 38)
10:30 am - 11:15 am	Laundry open house (Mon & Thurs)
10:45 am - 3:30 pm	Commissary (Tuesday & Wednesday)
11:45am -12:00 pm	Camp Work Call
4:00 pm	COUNT (Stand Up)
4:15 pm - 4:45 pm	Mainline - Dinner (Or immediately following the clearance of the 4 pm Count)
6:00 pm - 6:30 pm	Pill Line (everyday including holidays)
5:00 pm - 9:00 pm	Barber Shop (Monday - Friday)
10:00 pm	COUNT / Lights Out

This schedule is subject to change based on posted memorandums noting any changes due to other circumstances.

The evening mainline meal will be called on a rotating basis according to the housing unit that has achieved the highest weekly sanitation inspection score.

There will be certain expectations and announcements, which will be announced over the camp's public address system at various times throughout the day and evening hours.

## **CAMP SCHEDULE (CONT'D)**

*Saturday / Sunday / & Holidays*

<b>TIME</b>	<b>SAT / SUN / &amp; HOLIDAYS</b>
6:45 am - 7:45 am	Coffee Hour
8:30 am	Pill Line
8:00 am - 3:00 pm	Visiting Room Hours
8:00 am - 3:00 pm	(Saturdays and Federal Holidays)
9:00 am - 3:00 pm	Visiting Room Hours (Sundays)
10:30 am - 11:30 am	Brunch
10:00 am	COUNT ( Stand Up)
4:00 pm	COUNT (Stand Up)
4:15 pm - 5:30 pm	Mainline - Dinner (Or immediately following the clearance of the 4 pm Count)
6:00 pm	Pill Line
10:00 pm	COUNT / Lights Out

## **DISCIPLINE**

In addition to the general guidelines listed in this booklet, this section is concerned with specific rights and responsibilities you have while in the prison community. There is a list of prohibited acts describing what constitutes a violation and the sanctions which may be taken against you. A Policy Statement covering inmate discipline can be found in the Inmate Law Library. Read it and fully familiarize yourself with the rules and regulations governing your behavior at this facility.

In the event you are involved in a minor violation of regulations, the Unit Disciplinary Committee (UDC) will issue a decision. If you are involved in a major violation of the rules or if you repeat a minor violation, the UDC will refer to the Disciplinary Hearing Officer (DHO) who will issue a decision. All decisions are subject to appeal through the Administrative Remedy Procedure.

The Discipline Hearing Officer (DHO) is a Regional appointee empowered to issue appropriate sanction(s) in an effort to prevent the incident from reoccurring and to deter other inmates from engaging in similar activity. You may elect a Staff Representative for such hearings or have one appointed for you by the Warden or Camp Administrator. You may also request witnesses in your behalf.

## **ADMINISTRATIVE REMEDY PROCEDURES FOR INMATES**

It is the policy of the Bureau of Prisons and the Federal Correctional Institution - Satellite Camp, Ashland, Kentucky, to provide inmates with an informal means to attempt resolution of any perceived problem at the lowest level possible and to seek assistance with that resolution at the local, Regional and Central Office level.

Inmates are required to informally present their complaints to Correctional Counselors, who in turn are required to initiate resolution informally. If the informal resolution is unsuccessful, the inmate may be issued an Administrative Remedy Form [BP-229(13)] by the Correctional Counselor. The inmate will return his Request for Administrative Remedy to his Correctional Counselor, who will deliver the appeal to the Administrative Remedy Clerk for receipt acknowledgment. The completed Informal Resolution Form must accompany the appeal.

Complaints must be presented on the proper form [BP-229(13)] and must be properly completed

on that portion of the form (PART A) allotted for the narrative complaint.

Responses to BP-229(13)'s are to be returned to the inmate within 20 calendar days from the date of receipt. The inmate can request and receive from his Correctional Counselor, forms BP-230(13) and BP-232(13) for appealing the institution's administrative decision to the Region, or the Region's decision to the Bureau, as appropriate. The inmate must mail his completed BP-230(13) directly to the Regional Director or the General Counsel, Bureau of Prisons, using his own postage.

### **INMATE RIGHTS AND RESPONSIBILITIES**

#### **RIGHTS**

1. You have the right to expect that as a human being you will be treated respect-fully, impartially, and by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to be informed of religious affiliation and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members and friends, and correspond with members

#### **RESPONSIBILITIES**

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present, honestly and fairly, your petitions, questions, and problems to the court.



of news media in keeping with Bureau rules and institution guidelines.

6. You have the right to unrestricted and confidential access to the courts correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).

### **INMATE RIGHTS AND RESPONSIBILITIES (CONT'D)**

#### **RIGHTS**

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in Education, Vocational Training and employment as far as resources are

#### **RESPONSIBILITIES**

7. It is your responsibility to use the service of an Attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

available, and keeping with your interest, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for bank and/or savings accounts, and for assisting family.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and opening restitution. You also have the responsibility to make use of your funds in a manner consistent with your family needs, and for other obligations that you may have.

### **PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

#### **GREATEST CATEGORY**

The U.D.C. shall refer all greatest severity prohibited acts to the D.H.O. with recommendations as to an appropriate disposition.

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
100	Killing	A. Recommend Parole date recision or retardation
101	Assaulting any Person (including Sexual Assault or an Armed Assault on the institution's secure perimeter (a charge for assaulting	B. Forfeit earned Statutory Good Time (up to 100%) and/or terminate or disallow Extra Good Time (an Extra Good Time sanction may not be suspended)
102	Escape from Escort; Escape from a secure institution (Security Level 2 through 6 and administrative institutions); or Escape from a Security Level 1 institution with violence.	B.1 Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended)
103	Setting a Fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity, e.g., in	C. Disciplinary Transfer (Recommended) D. Disciplinary Segregation (Up to 60 Days)

	furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329).	E.	Make Monetary Restitution
		F.	Withhold Statutory Good Time (Note - can be in addition to A through E - cannot be the only sanction executed.
104	Possession, Manufacture, or Introduction of a Gun, Firearm, Weapon, Sharpened Instrument, Knife, Dangerous Chemical, Explosive or any Ammunition.	G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed.
105	Rioting		
106	Encouraging Others to Riot		
107	Taking Hostages		

### **GREATEST CATEGORY (CONT'D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
108	Possession, Manufacture, or Introduction of a Hazardous Tool (tool most likely to be used in an Escape or Escape Attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security of personal safety; e.g., hacksaw blade).	Sanctions A - G
110	Refusing to Provide a Urine Sample or take part in other drug-abuse testing.	
111	Introduction of any narcotics, or related paraphernalia not prescribed for the individual by the medical staff.	
112	Use of any narcotics, or related paraphernalia not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, or related paraphernalia not prescribed for the individual by the medical staff.	

- 197 Use of the telephone to further criminal activity (greatest severity).
- 198 Interfering with a Staff Member in Performance of Duties. (Conduct must be of the greatest severity nature.) This charge is to be used only when another charge or greatest severity is not applicable.
- 199 Conduct with disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the greatest severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

### **HIGH CATEGORY**

		<b><u>SANCTIONS</u></b>
<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	
200	Escape from Unescorted Community Programs and Activities and Open Institutions (Security Level 1) and from Outside Security Institutions <u>without</u> violence	A. Recommend Parole date Recision or Retardation
201	Fighting with Another Person	B. Forfeit earned Statutory Good Time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow Extra Good Time (An Extra Good Time sanction may not be suspended)
203	Threatening Another with Bodily Harm or any other offense	C. Disciplinary Transfer (Recommend)
204	Extortion, Blackmail, Protection: demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	D. Disciplinary Segregation (Up to 30 Days)
		E. Make Monetary Restitution
		F. Withhold SGT
		G. Loss of Privileges: commissary, movies, recreation, etc.
205	Engaging in Sexual Acts	H. Change Housing (Quarters)
206	Making Sexual Proposals or Threats to	

	Another	I.	Remove from Program and/or Group Activity
207	Wearing a Disguise or a Mask	J.	Loss of Job
208	Possession of any Unauthorized Locking Device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.	K.	Impound inmate's personal property
		L.	Confiscate Contraband
		M.	Restrict to Quarters
209	Adulteration of any Food or Drink		
210	(Not to be Used)		
211	Possessing any Staff's Clothing		

### **HIGH CATEGORY (CONT'D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
212	Engaging in, or Encouraging a Group Demonstration	Sanctions A - M
213	Encouraging others to Refuse to Work, or to participate in a Work Stoppage	
214	(Not to be Used)	
215	Introduction of Alcohol into BOP Facility	
216	Giving or Offering an Official or Staff Member a Bribe, or Anything of Value	
217	Giving Money To, or Receiving Money From, any Person for Purposes of Introducing Contraband or for any other Illegal or Prohibited Purposes	
218	Destroying, Altering, or Damaging Government Property, or the Property of	

Another Person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value

- 219 Stealing (Theft; this includes data obtained through the unauthorized use of communication facility, or through the unauthorized access of disks, tapes, or computer printouts or other automated equipment on which data is stored

#### **HIGH CATEGORY (CONT'D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
220	Demonstrating, Practicing or Using Martial Arts, Boxing (Except for use of a punching bag), Wrestling, or other forms of physical encounter, or military exercises of drill	Sanctions A - M
221	Being in an Unauthorized Area with a Person of the Opposite Sex Without Staff Permission	
222	Making, Possessing, or Using Intoxicants	
223	Refusing to Breathe into a Breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any Person (Charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate	

- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code) (high severity)
- 298 Interfering with a Staff Member in the Performance of Duties. (Conduct must be of the high severity nature.) This charge is to be used only when another charge of high severity is not applicable.
- 299 Conduct which Disrupts or Interferes with the Security or Orderly Running of the Institution or the BOP. (Conduct must be of the high severity nature.) This charge is to be used only when another charge of high severity is not applicable.

### **MODERATE CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
300	Indecent Exposure	A. Recommend Parole date Recision or Retardation
301	(Not to be Used)	
302	Misuse of Authorized Mediation	B. Forfeit earned Statutory Good Time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra Good Time (An Extra Good Time Sanction may not be suspended)
303	Possession of Money or Currency, unless Specifically Authorized, or in excess of the amount authorized	
304	Loaning of Property of anything of value for profit or increased return	B.1 Disallow ordinarily up to 25% (1 - 14 days) of Good Conduct Time credit available for year (A Good Time sanction may not be suspended)
305	Possession of Anything Not Authorized for Retention or Receipt by the Inmate, and not issued to him through regular	C. Disciplinary transfer (Recommend)

	channels	D.	Disciplinary Segregation (Up to 15 days)
306	Refusing to Work or to Accept a Program Assignment	E.	Make Monetary Restitution
307	Refusing to obey an Order of Any Staff Member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., Failure to Obey an Order which furthers a riot would be charged as 105, Rioting, Refusing to Obey an Order which furthers a fight would be charged as 201, Fighting; Refusing to Provide a Urine Sample when ordered, would be charged as Code 110)	F.	Withhold Statutory Good Time
		G.	Loss of Privileges: Commissary, Movies, Recreation, etc.
		H.	Change Housing (Quarters)
		I.	Remove from Program and/or Group Activity.
		J.	Loss of Job
308	Violating a Condition of a Furlough	K.	Impound Inmate's Personal Property
309	Violating a Condition of a Community Program	L.	Confiscate Contraband
		M.	Restrict to Quarters
		N.	Extra Duty

### **MODERATE CATEGORY (CONT'D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
310	Unexcused Absence from Work or any Assignment	Sanctions A - N
311	Failure to Perform Work as Instructed by the Supervisor	
312	Insolence Toward a Staff Member	
313	Lying or Providing a False Statement to a Staff Member	
314	Counterfeiting, Forging or Unauthorized Reproduction of Any Document, Article of Identification, Money, Security, or Official Paper.	



(May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)

- 315 Participating in an Unauthorized Meeting or Gathering
- 316 Being in a Unauthorized Area
- 317 Failure to Follow Safety or Sanitation Regulations
- 318 Using any Equipment or Machinery which is not Specifically Authorized
- 319 Using any Equipment or Machinery Contrary to Instructions or Posted Safety Standards
- 320 Failing to Stand Count

#### **MODERATE CATEGORY (CONT'D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
321	Interfering with the Taking of Count	Sanctions A - N
322	(Not to be Used)	
323	(Not to be Used)	
324	Gambling	
325	Preparing or Conducting a Gambling Pool	

- 326 Possession of Gambling Paraphernalia
- 327 Unauthorized Contacts with the Public
- 328 Giving Money or Anything of Value to  
or Accepting Money or Anything of  
Value from: another inmate or any other  
person without staff authorization
- 329 Destroying, altering, or damaging  
government property, or the property of  
another person, having a value of  
\$100.00 or less
- 330 Being Unsanitary or Untidy; failing to  
keep one's person and one's quarters in  
accordance with posted standards

---

**MODERATE CATEGORY (CONT'D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
331	Possession, Manufacture, or Introduction of a Non-Hazardous Tool or other Non-Hazardous Contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics	Sanctions A - N

- 332 Smoking where prohibited.
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling; possession and/or use of another inmate's PIN number; three-way calling; providing false information for preparation of a telephone list) (moderate severity)
- 398 Interfering with a Staff Member in the Performance of Duties. (Conduct must be of the moderate severity nature.) This charge of moderate severity is not applicable.
- 399 Conduct which Disrupts or Interferes with the Security or Orderly Running of the Institution or the Bureau of Prisons. (Conduct must be of the moderate severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

### **LOW MODERATE CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
400	Possession of Property Belonging to Another Person	B.1 Disallow Ordinarily up to 12.5% of Good Conduct Time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); disallow ordinarily up to 25% (1-15 days) of GCT credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) A GCT Time Sanction may not be suspended)
401	Possession Unauthorized Amount of Otherwise Authorized Clothing	
403	Smoking Where Prohibited	
404	Using Abusive or Obscene Language	
405	Tattooing or Self-Mutilation	
407	Conduct with a Visitor in Violation of	E. Make Monetary Restitution

	Bureau Regulations (Restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	F.	Withhold Statutory Good Time
		G.	Loss of Privileges: Commissary, Movies, Recreation, etc.
408	Conducting a Business	H.	Change Housing Quarters
409	Unauthorized Physical Contact (e.g., kissing, embracing)	I.	Remove from Program and/or Group Activity
		J.	Loss of Job
		K.	Impound inmate's personal property
		L.	Confiscate Contraband
		M.	Restrict to Quarters
		N.	Extra Duty
		O.	Reprimand
		P.	Warning

### **LOW MODERATE CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of any unauthorized individual on the telephone list (low severity)	Sanctions B.1 - P

498 Interfering with a Staff Member in the Performance of Duties. (Conduct must be of the low moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

Sanction B.1 may be imposed in the low moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

499 Conduct Which Disrupts or Interferes with the Security or Orderly Running of the Institution or the Bureau of Prisons. (Conduct must be of the low moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not moderate severity is not applicable.

Aiding another person to commit any of these offenses, Attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

## **FPC ASHLAND, KENTUCKY**

### **UNIT REGULATIONS**

1. With the exception of shoes, one cooler and one water cooler per inmate, no personal items will be stored on the floor, beneath or behind the beds. Shoes will be placed on the floor in line with the bed frame. The coolers will be stored under the foot edge of the bed. Furthermore, nothing can be stored beneath your mattress or pillow.
2. All cubicles will be ready for inspection Monday thru Friday except holidays from 7:30 a.m. until 3:30 p.m. Beds will be made up in a uniform manner regardless of work assignment or medical duty status. An example is posted on the bulletin board. On weekends and holidays, all beds will be

made once the inmate is out of bed. Failure to comply may result in disciplinary actions.

3. Each inmate is responsible for maintaining his cubicle and wing in a neat and sanitary manner at all times.

4. Weekly **cubicle** sanitation inspections are conducted at random days and times during Monday thru Friday, 7:30 a.m. until 3:30 p.m. The inspection form will be posted on the bulletin board. A copy will be maintained and utilized during inmate program reviews to reflect upon an inmate's living skills. At any time, if an inmate's cubicle is found dirty or untidy, he will be advised of same and disciplinary action may be taken.

5. Weekly **unit** sanitation inspections are conducted at random days and times during Monday thru Friday, 7:30 a.m. until 3:30 p.m. by the Institution Duty Officer or Camp Administrator. The results will be posted on the bulletin board. Sanitation scores will determine meal rotation and participation in additional programs. Individual unit scores will be averaged each week during a three month period. Units with an average score below 90 will have television viewing privileges curtailed as directed by the Camp Administrator until the following week and subsequent improvement.

6. Plastic bags are not to be used in the cubes for any reason.

7. No items will be attached to the unit or cubicle walls.

8. No nude or sexually suggestive pictures will be displayed in the unit or cubicles.

9. No wood or glass will be stored in the unit or cubicles. Glass will not be permitted on the cubicle desk tops.

10. No contraband mirrors will be authorized in the cubicles.

11. No items will be stored or placed on top of the cubicle locker except a picture frame, religious book, or prayer rug. All other personal property will be stored inside the locker.

12. No excess clothing or shoes are allowed.

13. No flammable items will be stored in the units. (paints, lacquer, thinner, etc.)

14. Dirty clothing, towels, and linen will be deposited in the receptacles provided in the Clothing Room or laundry bags.

15. Television Viewing: The selection of programs to be viewed will be determined by the Unit TV Committee and approved by the Counselor. Special programs and sporting events will be viewed on the designated TV's. The initial program will be viewed in its entirety. Further TV regulations will be posted on the bulletin board in each unit.

The TV Room will close prior to the midnight count seven days per week. The TV Rooms will open at 6:00 a.m. There will be no television viewing between the hours of Midnight to 6:00 a.m.

16. Card Games/Recreational Activities: All games and related activities will be conducted in the rooms provided in each unit. All game and card playing will be discontinued at 10:30 p.m.
17. On weekends and holidays, quiet hours are in effect until 10:00 a.m.
18. Inmate Personal Property: Program Statement 5580.06, entitled "Personal Property, Inmate" defines personal property which each individual is authorized to retain. Additionally, please refer to the Institution Supplement No. 5580.06B, Standards of Attire, Personal Property, and Housekeeping Regulations. Both of these publications can be viewed in the Inmate Law Library. It is the responsibility of each inmate to become aware of this policy and adhere to the guidelines.

Each Bureau of Prisons facility will identify in local guidelines and procedures the type and amount of storage available for inmate's personal property in the facility's living unit. The guidelines will set specific limits, taking into consideration the number of inmates assigned to the living area. The amount of personal property allowed by each inmate will be limited to those items which can be neatly and safely placed/stored in the locker or space designated. Under no circumstances will any materials referred to in this policy be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

The amount of clothing allowed (civilian or institution) will be limited to those items which can be neatly stored in the space provided. Local guidelines may set specific item number limits, but such limits will not exceed the capacity of the specified area or locker designed for clothing.

*Shirts must be worn at all times in all areas outside of the units.*

Black or dark blue clothing is not authorized.

\_\_\_\_\_The following Institution Clothing is authorized per individual:

3 Pair Work Pants	3 Towels
3 Work Shirts	2 Washcloths
4 Undershirts	1 Pillow
4 Undershorts	1 Pillow Case
4 Pair Socks	2 sheets
1 Pair Safety Shoes	2 Blankets (1 in Summer)
1 Belt	1 Laundry Bags
1 Jacket	

19. Any inmate who goes to court WRIT will pack his property and take it to R&D for storage.

This means all PERSONAL property. All issued institution clothing should be returned to the laundry.

20. Inmate Civilian Clothing: No civilian clothing is allowed.

21. No institution white (Food Service Department, and/or Clinic Uniforms) will be authorized for wear during leisure time activities.

22. All inmates must be inside their respective units by 10:00 p.m., 7 days a week for the 10:00 p.m. count. After the 10:00 p.m. count is cleared, inmates may only leave the unit from the front door to travel to and from the phone room until it closes at 11:30 p.m. Rear doors may only be used during the hours of 6:00 a.m. until prior to the 10:00 p.m. count except in life safety emergencies. During the 10:00 p.m. count and continuing until 6:00 a.m. everyday, all areas with the exception of the inmate's assigned living unit, phone room (until 11:30 p.m.), and other staff supervised locations (example: Food Service a.m.) are off limits and out of bounds for inmates.

23. Showers are open as follows:

5:30 a.m. - 8:30 a.m. All showers are open

4:30 p.m. - 5:30 p.m. All showers are open

7:30 p.m. - 9:30 p.m. All showers are open

Between the hours 8:30 a.m. and 3:30 p.m. only the first shower head will be open in each unit. Anyone using showers other than the above noted times and place will be subject to disciplinary action.

24. No visiting between cubicles after 10:00 p.m.

25. Inmates will not visit in units other than the one in which they live.

26. Unit lights will be turned off at 10:30 p.m. No excessive or loud talking will be permitted. There will be no visiting between cubicles, no talking in the sleeping area after lights out, no loud noises or disturbance in hallways, dayrooms, washrooms, or TV room. All lights including desk lights and reading lights will be turned off at 11:30 p.m.

27. Radio-playing will be allowed with the use of earphones only.

28. No bed changes will be made without the approval of the Unit Correctional Counselor.

29. Inmates will not move furniture from room to room. All rooms will be arranged in the same manner (placement of beds, lockers, etc.).

30. Horse-playing will not be tolerated.



33. Inmates will not sit in one chair and put their feet in another chair, or otherwise occupy two chairs at once. TV room chairs are not permitted to leave the TV room.
34. The Unit Orderlies are responsible for the general cleaning of the units. However, it is the responsibility of each individual to assist in maintaining sanitation in the unit. In addition, each individual is responsible for his own area on a daily basis.
35. Unit Restrictions: Confined to the unit during non-working hours, with the following exceptions: meals, religious services, visiting, call-outs, team meetings, commissary privileges, and medical sick-call. There will be no visiting between units.
36. Inmates must check the Call-Out sheet daily for any changes to his schedule or status.
37. Town Hall meetings will be held as needed to address issues.
38. Legal material will be stored inside an inmate's assigned locker. Inmates with excessive legal material can make a request to their Unit Team for additional secured storage space in the unit. Inmates requesting an alternate storage location must show proof that material in excess is necessary for ongoing litigation.
39. Ice machines and microwaves will be cleaned after each use. Ice machines will not be used to fill buckets, trash bags, etc., only individual drinking containers, or approved coolers.
40. Inmates will be dressed at all times when in common areas. Inmates will wear undershorts and T-shirts at a minimum to and from the shower.
41. All faulty or altered electrical equipment will be confiscated. Appliances may not have spliced cords; if equipped with a ground wire, a three-prong plug will be required. No extension cords are allowed. Inmates will not sit on washers and dryers.

APPROVED: Larry E. Whitman, Executive Assistant/Satellite Operations Administrator

UPDATED: April 30, 2009

## **BULLETIN BOARD**

A permanent bulletin board is located in each housing unit wing. You are expected to review this bulletin board daily for pertinent information which might concern you. At no time should anything be removed from the bulletin board without prior approval from a staff member.

## **\*\*\*READ THE CALL-OUTS DAILY\*\*\***

### **UNIT MANAGEMENT MISSION AND OBJECTIVES**

Unit Management is designed to enhance the quality and delivery of correctional programs and services to inmates. Because the unit deals with a smaller number of inmates, it is better able to tailor its program to their needs, while increasing personal contact between the staff and the inmates. The programs developed and administered are designed to fulfill the objectives of the Bureau of Prisons, which are: secure confinement, appropriate punishment, deterrence, and rehabilitation.

Unit objectives are:

1. To divide large numbers of inmates into well defined groups whose members are encouraged to identify with each other and with the Unit Staff. This develops a feeling that members of the unit share common goals and responsibilities.
2. To increase the frequency of contact and the quality of relationship between staff and inmates, by placing decision-making personnel in close proximity to the inmates.
3. To provide better observation of inmates, thereby enabling early detection of problems before they become too serious.
4. To regulate inmate behavior in such a way that they are held accountable for their actions and encouraged to exercise self-control.
5. To provide programs for each inmate which meet his needs, capabilities and ambitions.
6. To place special emphasis on each of the following:
  - A. Camp adjustment
  - B. Acquisition and performance of work skills
  - C. Interpersonal communications
  - D. Positive self-esteem
  - E. Self-Motivation
  - F. Problem solving techniques
  - G. Realistic goal setting
  - H. Education/Training
  - I. Acquisition of other "life" skills (for example, literacy, reasoning ability, social

education)

Each individual will conduct himself in an adult manner and not bring discredit upon the Federal Correctional Institution - Satellite Camp. **Unauthorized contact with civilian personnel is strictly prohibited.**

## **CASE MANAGER**

Case Managers are assigned to assure proper placement in the system. They assess your needs and those of the camp for program assignments. In addition, they also deal with Parole, Transfer, Furloughs, and Releases. They are an integral and essential segment of the Classification Team. Their hours are staggered in an effort to provide adequate coverage and to be available during non-working hours.

Upon assignment to a particular unit, a Case Manager and Correctional Counselor will be assigned to each inmate. The Case Manager and Correctional Counselor will be available in each unit.

Bureau of Prisons' Program Statements, Institution Supplements, and memorandums will be available in the Law Library for your use.

## **CORRECTIONAL COUNSELOR**

The Correctional Counselor has the responsibility of assisting you with your day-to-day problems including: job assignments, visiting list, inmate account information, quarters and bed changes, furloughs, etc. The Correctional Counselor is your initial contact and your representative on the classification team. In most cases, the Correctional Counselor can resolve your problems, including emergencies. If not, you will be referred to the appropriate Staff Member.

## **OPEN HOUSE - CLASSIFICATION**

The Unit Team operates under an "open door" policy. You may request to see members of your Unit Team as needed. However, please use courtesy if you cannot be seen at the time you request, and a Team Member will advise you when you may be seen. The Unit Management Complex will be closed each Wednesday from 12:00 p.m. to 4:00 p.m. to allow the Case Managers and Counselors to process paperwork and to conduct classification meetings..

The Classification Team meet every Wednesday starting at 1:00 p.m. in the Administration Building or Case Management Complex. Watch the call out sheet for your name. Report to the administration

hallway or case management complex to await your time to appear before the Unit Team for Classification.

## **INMATE SYSTEMS MANAGEMENT**

The Inmate Systems Management Department is located in the front building. This department is responsible for carrying out the duties related to the Record Office, the Mail Room, and Receiving and Discharge (R&D). If you have questions concerning your Sentence Computation, Property or Mail, you may come to the ISM Department's Open House between the hours of 10:30 a.m. to 11:30 a.m., Tuesday through Friday.

## **RECORDS OFFICE**

The Record Office is responsible for commitment documentation, computation of sentence, determination of release date, and method of release.

- \* Jail Time: Jail credit is controlled by Title 18 USC 3568 which states "The Attorney General shall give any such person credit toward service of his sentence for any days spent in custody in connection with the offense or act for which the sentence was imposed". Jail time must be certified by the U.S. Marshall having custody at that particular time.

Good Conduct Time: Good Conduct Time is controlled by Title 18 USC 3624(B). Good Conduct Time is the amount of time that may be credited toward the service of a sentence on a term of imprisonment of more than one year, other than a term of life. Good Conduct Time is based on the time in custody that the inmate actually serves. Good Conduct Time is automatically credited at the time the Sentence Computation is prepared. The "Projected Satisfaction Date", at the bottom of the Sentence Computation sheet, is the Projected Release Date giving credit for all Good Conduct Time which could be credit based on the time to be actually served on the sentence.

The Record Office is responsible for documenting the receipt of a Detainer and assisting you in connection with procedures under the Interstate Agreement of Detainer. When a Detainer is received, the notice of untried indictment, information, or complaint and the right to request disposition will be jointly signed by you and the Warden. Procedures under the Interstate Agreement of Detainer, apply to untried indictments, information, or complaints. State Parole Violators or Probation Violators are not covered under these provisions.

## MAIL ROOM

The Mail Room processes all incoming/outgoing mail Monday through Friday. Mail is not processed on weekends or Holidays.

Two mail depositories are located just outside the entrance to the Unit Management Complex. One of these depositories is marked "Special Mail." Only mail that meets the criteria for "Special/Legal Mail" is to be placed in the depository marked "Special Mail". All other mail is to be placed in the depository marked "General Mail".

Mail will be collected from the depositories at 6:30 a.m., Monday through Friday, excluding Holidays.

**All mail must have a return address, including the following: your name, register number, unit, and Federal Correctional Institution - Satellite Camp, P.O. Box 6000, Ashland, Kentucky 41105-6000, and outgoing mail is to be sealed.**

All incoming mail general correspondence and approved packages will be opened and checked for contraband by Staff. Incoming mail which meets the criteria established for "Legal Mail" will only be opened and inspected in the presence of the inmate.

## SPECIAL MAIL FROM ATTORNEYS

To the inmate: It is suggested you provide the following information for special mail privileges to your attorney(s), at the earliest opportunity.

To the attorney: The Bureau of Prisons Program Statement on correspondence provides the opportunity for an Attorney who is representing an inmate to request that Attorney-Client correspondence be opened only in the presence of the inmate. For this to occur, Bureau Policy requires that you adequately identify yourself as an Attorney on the envelope and that the envelope be marked **"Special Mail - Open Only In The Presence Of The Inmate"** or with similar language. Provided the correspondence has this marking, Bureau Staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as "Special Mail". The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an Attorney, a statement that your correspondence qualifies as "Special Mail", and a request that the correspondence be opened only in the presence of the inmate, staff may treat as general correspondence and may open, inspect, and read

the mail.

You may obtain a copy of this instruction sheet from your Counselor.

All letters mailed through the Inmate's Mailbox may be opened and inspected with the exception of Legal/Special Mail. You are cautioned that you are totally responsible for all the contents of your letters.

## INCOMING PACKAGES

Only release clothing and authorized medical devices will be authorized as incoming packages. A Request Authorization to receive package or property, BP331(58), will be prepared for all incoming packages. A Request Authorization to Mail Inmate Package, BP-MAIL-17, will be prepared for all outgoing packages. **Any package received by the U.S. Post Office for which a permit has not been issued, will be rejected and returned to the sender as an unapproved package.**

## OUTGOING PACKAGES

Outgoing inmate packages will be processed by the Mail Room Officer. Inmates wishing to mail out packages must bring the unsealed package to their Correctional Counselor (or authorized Unit Staff Member) in order that the contents may be checked and Form BP-MAIL-17, Requesting Authorization to Mail Inmate Package, may be prepared (Attachment No. 9). Postage stamps required for mailing packages must be provided by the inmate.

## INCOMING PUBLICATIONS

You may make arrangements to purchase newspapers or magazines, or one of your correspondents may submit a subscription in your behalf.

You may receive hardcover books and newspapers only from the publisher, book club, or from a bookstore. You may receive soft cover material, paperback books, magazines, and newspaper clippings, from any source. You should speak with your Correctional Counselor to ascertain whether an individual issue of a publication is likely to be approved.

Reading materials that are not received from these sources will be returned to the sender.

## CORRESPONDENCE

With some exception, you may write to anyone you choose. **You are not authorized to write inmates in other institutions unless you have received special clearance, which is processed by your Case Manager.** We have open correspondence at the camp and it is not necessary for you to submit a list of persons with whom you wish to correspond.

You may send correspondence by Registered, Certified, or Insured Mail, and may request a return receipt by placing the required postage stamps on same. Postage stamps, in different denominations can be purchased through the inmate commissary.

**You may not be provided such services as Express Mail, C.O.D., private carriers, or stamp collecting.**

A receipt will be prepared for all monies received through the mail for you. The copy of this receipt will be placed in the envelope in which the money was received and forwarded to you. The money will be deposited to your trust fund account for your use. **All negotiable instruments must include your full committed name. Your register number must be included either on the negotiable instrument or on the envelope in which it is received. Any negotiable instrument not meeting the name and register number requirements, will be returned to sender with a letter of explanation.**

## **RECEIVING AND DISCHARGE (R & D)**

All commitments and discharges are processed in R & D. Photographs and fingerprints are taken for Bureau of Prison's use and for the FBI. All intake/discharge papers are completed in R & D.

Upon commitment to the camp, a personal ID Card will be issued to you. This MUST be produced when making a purchase from the Commissary. If you change your appearance by changing the length of your hair, growing or shaving a beard, etc., your card will be confiscated and a replacement card will be issued. **You will also be required to produce your ID Card to Camp Staff upon request.**

## **COMMISSARY (TRUST FUND OPERATIONS)**

The Commissary offers for sale a wide variety of candies, toiletries, and sundry items. NO PURCHASES CAN BE MADE WITHOUT YOUR PERSONAL ID CARD.

You are permitted to purchase items not to exceed a monthly limitation of \$290.00.

All items purchased with the exception of postage stamps will count against your monthly allowance.

Stamps: You may purchase a maximum of 60 first class stamps during regular sales.

The Commissary schedule is posted on the schedule provided at the front of this book. It is subject to change as needed. Any changes will be posted accordingly. Each inmate is allowed to shop once each week. Appy Unit inmates shop one day and Blue Unit inmates the other day. This schedule will alternate quarterly.

Order blanks are available only at the Commissary. Please complete your order before you get into the Commissary.

It should be noted that the Commissary is closed one week every three (3) months for inventory purposes.

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. All funds are to be sent to the inmates National Lockbox location at the following address:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Inmate Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

**CLOTHING AND LAUNDRY REGULATIONS**

The Clothing Room is open for business on Mondays and Thursdays. The hours are posted at the door and in the schedule provided in the front of this book.

Soiled clothing issue items will be dropped in the clothing containers located in the clothing room. Upon arrival, you will be issued the following:

<u>BEDROLL:</u>	<u>CLOTHES:</u>	
2 Blankets	1 Belt	1 Pair Safety Shoes
1 Pillow Case	1 Laundry Bag	4 Pair Socks
2 Sheets	1 Jacket	3 Pair Work Pants
3 Towels	4 Undershirts	3 Work Shirts
2 Washcloths	4 Undershorts	

\*Note: blankets (2 during winter months - 1 during summer months)

Clothing repairs will be made by Clothing Room Personnel for government issued clothing. Repairs of civilian clothing, i.e., replacement of buttons and repair of small tears, may be accomplished by use of the unit sewing kit which is sold in the Commissary.

Blankets can be exchanged as available in the Clothing Room during sheet exchange.

The only issue clothing that you are authorized to have in your possession are those items which were issued by Clothing Officer.

Safety shoes will be issued to all inmates and must be worn on the job assignment.

Upon release from this facility, all issued clothing must be returned before clearance is given.



## WORK ASSIGNMENTS

Assignments are based on camp needs and the type of work you qualify for. Factors considered in making job assignments include physical condition, educational level, general intelligence, previous work experience, and general attitude. Some of the different types of work available are listed below:

<u>Food Service</u>	Cooks, bakers, butchers, salad men, orderlies, dishwasher operators, clerk
<u>Camp Clinic</u>	Orderlies
<u>Education</u>	Clerks, tutors, librarians, orderlies
<u>Clothing Room</u>	Sanitation workers
<u>Camp Maintenance</u>	Landscape workers, building orderlies, carpenters, plumbers, electricians
<u>Units</u>	Orderlies
<u>Administration</u>	
<u>Building</u>	Orderlies
<u>UNICOR</u>	Clerks - Laborers (Warehouse)
<u>Business Office</u>	Clerks
<u>FCI - Front Entrance</u>	Orderlies
<u>Power Plant</u>	
<u>Machine Shop</u>	
<u>Camp Chapel</u>	
<u>Camp Recreation</u>	
<u>Camp Driver</u>	
<u>Garden</u>	

Safety

Wayne National Forest (community service detail)

## **EDUCATION DEPARTMENT**

### **INTRODUCTION**

An education program is available to assist inmates requiring High School Equivalency Diploma. The Bureau of Prisons requires an inmate confined in a Federal Institution who does not have a High School Diploma or GED attend the GED Program for a minimum of 120 calendar days or until a GED is achieved, whichever occurs first. Those inmates who are sentenced under the PLRA (Prison Litigation Reform Act) are subject to forfeiting Good Conduct Time for unsatisfactory participation or withdrawing from the GED Program.

There are four GED classes offered daily: 7:00 am - 8:45am, 9:15am - 11:00am, and two classes from 12:00pm - 1:45pm

College classes are available through Ashland Community College depending on the interest of the inmate population. A minimum of 17 students must be registered for a class to be conducted.

Library Hours are from 7:00 a.m. until 9:00 p.m., seven days a week.

A variety of Adult Continuing Education Courses are available based upon the interest of the inmate population and the availability of instructors.

### **BUREAU OF PRISONS PROGRAM STATEMENT**

The Bureau of Prisons formulates the agency's regulations through the use of Program Statements. The camp issues some local Institution Supplements that outline how the national policy will be implemented at the Federal Correctional Institution - Satellite Camp, Ashland, Kentucky.

Most of these Program Statements are found in the Inmate Law Library. All inmates are encouraged to review these policies for information pertinent to their respective concerns.

### **RECREATION PROGRAMS**

The Recreation Building contains three pool tables, cable television and exercise equipment.

#### **Hours of Operation:**

\*\*The Recreation Building is open seven days per week from 6:00 a.m. until 9:00 p.m.

Each housing unit is equipped with card tables for playing board games and cable television.

## **ACADEMIC PROGRAMS**

GED - The GED Program is open entry/exit and designed to develop academic skills for a successful score on the General Development Test. Students who are successful in completing this program will receive a Cash Award of \$25.00.

ESL - English as a Second Language - The ESL Program provides students who have language deficiencies in English an opportunity to enhance his speaking abilities.

All Academic Programs will be conducted during the evening hours.

College Programs - College programs will be available through Ashland Community College. See the Education Representative for more details.

Library - The Inmate Law Library is located in the Education Department. Law materials on file provide inmates with adequate resources to respond to active court cases that are in litigation. There are typewriters available for legal use between the hours of 7:00 a.m. to 9:00 p.m., seven days a week.

## **TELEPHONES**

You have the privilege of open telephone communications. You are responsible for the content of your call. Any illegal use of the telephone system will be referred to the appropriate Law Enforcement Agency. Any unauthorized use of the telephone may result in disciplinary action.

1. Telephones are located in Building 300, across from the Commissary. You are expected to respect the privacy of others and maintain a normal voice level.
2. The telephone room is open from 6:00 a.m. to 11:30 p.m. daily. You will not be relieved from your work detail to make a phone call, except in an emergency. The emergency phone call must be approved by your Unit Team.
3. All calls can either be paid for by the inmate or collect calls.
4. Telephone conversations are limited to 15 minutes.
5. No third party, credit card, conference or speaker phone calls are authorized.
6. In the event of an emergency, Camp Staff reserves the right to temporarily suspend telephone privileges.
7. Monitoring of Telephone Call: All calls placed from the inmate telephone room are monitored. Contact your Correctional Counselor for specifics regarding Attorney calls.
8. Emergency calls can be made through your Correctional Counselor. After hours, contact the

Shift Lieutenant.

**No eating is permitted in the telephone room.** It is your responsibility to keep the phone room clean. Abusing these rules may result in the curtailment of your telephone privileges.

## **VISITING REGULATIONS**

Upon your arrival at FPC, Ashland, you will be provided with an Initial Visiting Form. You are to list proposed relatives and friends that you wish to visit you while confined at this facility. Proposed visits that can be verified by your Correctional Counselor through your PSI or other documentation in your central file will be added to your Initial Visiting List, provided there is no questionable information. When questionable or no information is available on a potential visitor, visiting may be denied pending receipt of background information. Visiting lists are limited to immediate family (mother, father, step-parents, foster parents, brothers and sisters, spouse and children) plus 10 other individuals. Additions and deletions to this list are to be requested at your regularly scheduled Program Review. If you have your scheduled Program Review, you may submit the visiting changes on an Inmate Request to Staff Member (cop-out). You are allowed six (6) regularly scheduled visits per month, including holiday visits.

1. Visiting Hours: 8:00 a.m. - 3:00 p.m. Saturday, Sunday, and Federal Holidays
2. Visitors must provide sufficient identification for staff to ensure positive identity. This identification should be of a picture I.D. type i.e., a drivers license or similar identification with the individual's picture.
3. All visitors will enter the Camp Visiting Room via the Front Entrance. Each visitor will report directly to the Visiting Room Officer and complete a Visitor's Registration Form indicating they are aware of visiting regulations and that they have no prohibited items on their person. After completion of this form and confirmation that the prospective visitor is on your approved Visiting List, the visitor will be directed to an area where they may await your arrival. All visitors, **including infants and children**, must be on an approved visiting list prior to registration.
4. All visitors will be subject to a search of their personal items. Only clear plastic handbags will be permitted in the visiting room. For visitors with small children, only those items necessary for the care and maintenance of the child will be permitted. Any surplus clothing, toys, etc., should remain in your car.
5. Any excessive display of affection between you and your visitor could result in the termination of your visit. All visitors will dress appropriately and in good taste. Any visitor not in compliance will not be allowed to visit. **(Reasonable hugging and kissing at the beginning and end of visitation is acceptable.)**
6. Visitors are responsible for the behavior of their own children. You also share this responsibility. Disorderly or disruptive behavior will not be tolerated. Children under the age of 16 must be accompanied by an adult member of the family. **Failure to control the**

**behavior of your children could result in the termination of your visit.**

7. Food and refreshments can be purchased from vending machines located within the visiting area. Visitors may not bring food items into the visiting room. You are expected to maintain a clean and sanitary area. Any visitor who elects to depart the area for lunch or any reason may do so, however, the visit will be terminated at that time for the remainder of the day.
8. No radios, cameras, tape recorders, or televisions are permitted in the visiting area.
9. You are not authorized to receive any item from a visitors or give any item to a visitor. Any authorized items will be obtained through the mail only.
10. You or your visitors are not to rearrange the furniture.
11. You are only allowed to wear your issued institution clothing in the visiting area with the exception of the white Rockport shoes sold in the Commissary. No sweat suits or shorts are allowed. All clothes must be clean, neatly pressed and presentable. You are only allowed to take the following items into the visiting area with you: plain handkerchief, prescription glasses, a comb, any prescribed medication, which must be taken during visitation, one religious medal w/chain. **You are not permitted to wear tennis shoes during a visit.**

**Note: You will not be allowed to take anything from the visiting room that was not brought in with you. You are subject to search at any time and will be searched upon leaving the visiting room.**

12. You will be notified of your visit via the camp paging system. Do not report to the visiting area until paged. When paged, report directly to the Visiting Room Officer. You must bring your Commissary Card. When the visit ends, report to the officer again for check-out.
13. You are to use the restroom in the visiting area designated for Inmates Only. Separate facilities are provided for visitors and handicapped individuals. If you are found in a restroom other than that marked for inmate use, you will face disciplinary action.
14. No pets are allowed within the boundaries of the camp. Pets will not be left unattended in vehicles.
15. Visitors are asked to leave all prescribed medication of a non-emergency nature in their vehicles. Emergency medication will be left with the Visiting Room Officer and may be obtained at any time.
16. The Visiting Room Officer will not accept any money or packages on your behalf.
17. **SMOKING IS PROHIBITED FOR VISITORS DURING VISITING HOURS.**

## HEALTH CARE

Policy: It is the policy of the Federal Correctional Institution - Satellite Camp, Ashland, Kentucky, that all inmates who wish to attend sick call be allowed to do so. It is your responsibility, when desiring routine medical attention, to report to the clinic at the assigned times on the day you are to be seen. Unless you have an appointment or a medical emergency, the Health Services Department is **"out of bounds"**.

### Availability:

Sick call is conducted on: Monday, Tuesday, Wednesday, and Friday  
(excluding Holidays)

Hours of sick call sign up are: Requests must be turned in by 6:30 a.m. for scheduling.  
You may turn in your sick call request form at the proper box for review during the next working day.

Appointment times for sick call will be given for later in the day that you sign up for sick call, or at a later date at the discretion of the Physician Assistant present at sick call sign up.

Pill Line: You must bring your I.D. card and present them to pick up medications. Pill Line is conducted daily at the following times:

Monday thru Friday 7:00 a.m. and 6:00 p.m.

Saturday, Sunday, and Holidays 8:30 a.m. and 6:00 p.m.

### **Emergencies will be seen anytime.**

If you should become injured or ill while on the job, notify your Detail Supervisor. Action will be taken to have you seen in the clinic.

If you should become injured or ill after clinic hours, notify the Unit Officer. Again, action will be taken to have you seen.

Initial Medical Data Forms: When you arrive at the camp, you will be interviewed by a Physician's Assistant (PA). The initial medical data forms will be completed: BP-36, Report of Medical History, and BP-Med-23, Intake Screening Form.

It is imperative that you cooperate with the PA's in supplying all requested data. This information is needed in the determination of your medical needs, establishing duty status, and assignments.

If you are on maintenance medications, these will be continued until you can be evaluated at the next routine sick call. You will be scheduled to see the PA for final determination of your medication needs.

Admission Physical: An admission physical will be completed within 7-14 days after your arrival.

If you are transferred from another BOP facility, a physical examination will not be required, providing one has been done within the past two years.

The physical will include, but not limited to the following:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. Hands-on Physical Exam       | 5. Tetanus Toxoid               |
| 2. Urinalysis                   | 6. Dental Examination           |
| 3. Serology (Test for Syphilis) | 7. EKG (age 50 and older)       |
| 4. PPD Skin Test (Tuberculosis) | 8. Hearing and Vision Screening |

If you refuse any medical screening for infectious diseases, you will be placed in Administrative Detention until all requirements have been completed. After completion of your physical examination, you will be assigned a medical duty status. This is determined by Health Services Staff and can only be changed by that department.

Biannual Physical: If you have been in the Federal Prison System for two (2) years or within two (2) months of release, you can request an update physical examination.

Duty Status:

- ▶ Quarters: You are restricted to your cube except for meals and Health Services appointments.
- ▶ Medically Unassigned: No work to be performed, with full recreation restriction, including hobbycraft. No participating in any community activities.
- ▶ Convalescence: Confined to unit except for meals, clinic, religious services, or visiting.

Those individuals who require long-term chronic care will be referred to Federal Medical Facilities in Springfield, Missouri, or Rochester, Minnesota.

Dental Sick Call/Emergencies: Dental sick call sign-up is conducted: Wednesday and Thursday at the Camp Clinic by appointment only. All new commitments will receive a routine examination within 14 days of your arrival at the camp. You will be informed of your dental needs, and of the manner in which routine and emergency care may be sought.

If you should develop a dental emergency during working hours, you should inform your Detail Supervisor who will take action to have you evaluated. Emergencies include those procedures for immediate relief of pain and removal of acute infection which endangers the health of the patient.

Dental emergencies after regular clinic hours should be addressed to your Unit Officer who will take action to have you evaluated.

HIV INFECTION: There is an increased personal risk factor by behavior which includes: IV drug use, tattooing, and sexual activities. Regulations prohibit such conduct and any violation will result in disciplinary action. All inmates are encouraged to have an HIV test completed upon admission. Counseling will be provided before and after testing to inform you of the test procedures, risk factors, results, and interpretation of results.

All inmates **must** have an HIV test prior to release or participation in any community activities.

Request to Review or Receive Copies of Medical Records: If you wish to review or receive copies of your medical record, please make a written request (cop-out) to the Medical Records Office. Your record will be reviewed by a member of the Medical Department to make a determination on releasability. You will be notified when this should be completed and when you can expect to review or receive copies of your record. There will be a charge for copying the records (over 180 pages) and you will be notified in advance of the charge and what you will need to do before copies will be made.

## **PSYCHOLOGY SERVICES**

Psychology Services is composed of three full-time Psychologists and one Drug Treatment Specialist for the FCI and Satellite Camp.

During Admission and Orientation, a short orientation to the services offered through our department will be presented. Psychology Services offers individual and group therapy, as well as the Drug Treatment Program. After A&O is completed, individuals will be screened via a call-out or by being paged to the Psychology Services Office.

The Psychology Services Office is located across the hall from the Camp Administrator's Office and has a sign above the door. If the door is open, we are generally available for questions or to request an appointment. For an appointment, it is requested you submit a "cop-out". If the situation is an emergency, during duty or non-duty hours, let your Supervisor or another Staff Member know so that an immediate session can be arranged.

Please feel free to come by this office with any questions you might have.

## **SAFETY DEPARTMENT**

The Safety Manager insures that all areas of the camp comply with Safety and Sanitation Standards. The Safety Manager conducts regular inspections with the goal of insuring good safety practices and healthful living conditions.



Upon assignment to a job or detail, each inmate will receive initial training by his Supervisor concerning safe work methods. The training shall include demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place.

Monthly training will be given on safety topics relevant to the work assigned by the Supervisor. The goal of these sessions is heightened safety awareness.

It is your responsibility to use the safety equipment issued to protect against physical injury and/or health hazards. Make certain you have all required personal protection equipment on properly, such as goggles, safety aprons, arm guards, hard hats, and respirators before you begin an operation.

**Safety (steel-toed) shoes must be worn on all details.**

Inmate driver/operator permits are issued by the Associate Warden (Operations) to qualified inmates who are required to operate vehicles or equipment.

You are responsible for cleaning your cubical area. Beds will be made daily; windows and blinds kept clean; cubical dividers dusted and floors cleaned. Excessive paper cannot be maintained in the cube area and at no time can paper or plastic bags be used as trash bags.

If you are injured while performing your assigned duties, you must immediately report such injury to your Supervisor within a maximum of 48 hours. After this time, you may be disqualified from eligibility for lost time wages or compensation.

If you sustain a work injury and still retain some degree of impairment at the time of release, you should contact the Safety Manager 30 days prior to release or transfer to a Community Corrections Center for the purpose of submitting a claim for compensation.

## **FOOD SERVICE DEPARTMENT**

The Food Service Administrator and Food Service Staff are responsible for all aspects of the Camp's Food Service Program. In addition, they plan and supervise a training program in all areas of food service. Work assignments in food service provide an excellent opportunity to learn a food service or baking skill.

### DINING SCHEDULE

#### Monday thru Friday

(1) Breakfast: 6:00 a.m. - 7:00 a.m. - The serving line closes at 7:00 a.m.

(2) Lunch: 11:00 a.m. - 12:00 Noon

a. 10:30 a.m. - 11:00 a.m. Short line for Food Service Workers.

Approved Short Line Inmates

b. 11:00 a.m. - 11:30 a.m. All other details not approved for short line

(3) Dinner: 4:10 p.m. - 4:45 p.m.

## Saturday, Sunday, and Holidays

- (1) Coffee Hour 6:00 a.m. - 7:00 a.m.
- (2) Brunch 10:00 a.m. - 11:30 a.m.  
(after 10:00 a.m. count clears)
  - a. 9:30 a.m. Food Service Workers
  - b. 10:00 a.m. Units will be called on a rotating basis, according to weekly Unit Sanitation Inspections.
- (3) Evening meal
  - a. 3:00 p.m. Food Service
  - b. 4:10 p.m. - or immediately after 4:00 p.m. count has cleared, units will be called on a rotating basis, according to weekly Unit Sanitation Inspections.

Meals are served cafeteria-style with ample portions. A typical lunch or dinner consist of soup, main course, vegetables, potatoes (rice or noodles), a homemade bread or rolls, salad bar with dressings, coffee, tea, koolaid, soda, and dessert.

In order to maintain a clean, safe, and enjoyable dining atmosphere, you are required to remove all of your dishes, flatware, and napkins as you leave and deposit them in the designated area. Do not take dishes or flatware from the dining area.

## RELIGIOUS ACTIVITIES

A full time Chaplain has been assigned to the camp and is in charge of the Religious Services Department. This department provides for your spiritual needs regardless of your religious affiliation. The department also assists in the correctional process to the fullest extent possible.

The Chaplain maintains a flexible program for all religious faiths which includes general and private worship, Bible study, spiritual development, group discussions, classes, and meditation. The schedule of activities is posted on your Unit Bulletin Board.

The Chaplain's work schedule has been designed to meet any of your special needs when they arise. Their schedule includes evenings.

Each inmate is free to find their own way of participating.

The Chaplain is available to any seeking assistance in finding solutions to problems, direction for decisions, and perspective in their circumstances.

Note: If you wish to be married, you must receive permission from the Warden. Anyone contemplating marriage should contact the Chaplain and your Case Manager. Your Case Manager will process the request for approval for the Warden. Final arrangements will be made by the Chaplain.

## **WORK DRESS CODE**

- ▶ **Only issued institution uniforms are to be worn during working hours. Steel-toed shoes must be worn on all work details.**
- ▶ **Shirts must be tucked into pants/trousers and belt must be buckled.**
- ▶ **Pants/trousers will not be tucked or bloused into boots.**
- ▶ **Issued institution clothing cannot be mixed with sweat pants/sweat shirts or athletic clothing. Issued institution clothing may not be worn with athletic shoes.**
- ▶ **Food Service workers are not permitted to wear white Food Service clothing with issued institution clothing or personal/athletic clothing.**
- ▶ **Shower shoes are not to be worn outside the living quarters.**

---

## **FOOD SERVICE MEAL TIME DRESS CODE**

**No hats/caps will be worn in the dining room at any time.**

During Duty Hours (Monday-Friday)

- ▶ **Inmates must wear their issued institution clothing (greens) or authorized work uniform**
- 

After Duty Hours (Including Saturday, Sunday and Holidays)

- ▶ Personal/Athletic clothing are permitted to be worn.  
(This does not apply to Food Service workers on duty)
- ▶ Shirts must be tucked into pants/trousers/shorts.
- ▶ Shoes and socks must be worn.
- ▶ Clothing must be clean and unaltered.
- ▶ No sleeveless shirts/t-shirts will be worn.
- ▶
- ▶ Pants will not be tucked/bloused in boots.

#### Travel Directions:

From Lexington, KY and west: Take I-64 east to Exit 185. Turn left at bottom of ramp. Travel approximately 4 miles, following 4 lane highway to Summit Road(left turn at Fannin Toyota Car Dealership). Turn left onto Summit Road - Satellite Camp is approximately 3/4 mile on left.

From Columbus, Ohio and north: Take US 23 South to Ashland, Kentucky. In Ashland, turn right onto Martin Luther King Jr. Blvd (Route 60). Take route 60 out of the city for approximately 3 miles and turn right onto Route 716(State Police Post on Right). Take 716 to the stop sign and turn left. Camp on Right.

From Charleston, WV and East: Take I-64 west to Exit 185. Turn right at bottom of ramp. Travel approximately 4 miles, following 4 lane highway to Summit Road(left turn at Fannin Toyota Car Dealership). Turn left onto Summit Road - Satellite Camp is approximately 3/4 mile on left.